HR15
Introduction to the Data Collection and Distribution System
Self Study

HRS
HR15

Michigan
Administrative Information Network

MAIN

HRS

Human Resource System

Introduction to the Data Collection and Distribution System (DCDS)
Welcome

INTRODUCTION

Agenda

Introduction

1. **Definition of client/server and benefits of DCDS**
2. **Functions of DCDS and the relationship between systems that interface with DCDS**
3. **Reporting and inquiry capabilities, and the new MAIN HRS DCDS Procedures Manual**

Conclusion

Overview

■ **Overview of client/server technology and the benefits of DCDS**

■ **Introduction of DCDS functions and the relationship between the interfaces**

■ **Discussion of the reporting and inquiry capabilities, and the new MAIN HRS DCDS Procedures Manual**

Upon completion of this course, you will be able to:

■ Understand client/server technology at a high-level, and identify the primary benefits of the Data Collection and Distribution System

■ Identify the functions of DCDS and the systems that interface with DCDS

■ Know reporting and inquiry capabilities, and the new MAIN HRS DCDS Procedures Manual

Agenda

Introduction

> **1. Definition of client/server and the benefits of DCDS**

2. Functions of DCDS and the relationship between systems that interface with DCDS

3. Reporting and Inquiry capabilities, and the new MAIN HRS DCDS Procedures Manual

Conclusion

1. CLIENT/SERVER TECHNOLOGY AND BENEFITS OF DCDS

LEARNING OBJECTIVE 1: Upon completion of this lesson, you will have a high-level understanding of client/server technology and be able to identify the primary benefits of DCDS.

DCDS will Utilize a Client/Server Platform

■ **Client/Server computing allows processing on multiple machines to perform a single function.**

■ **Client/Server environment involves the use of computers and process servers connected by a Local Area Network (LAN).**

Clients

LAN
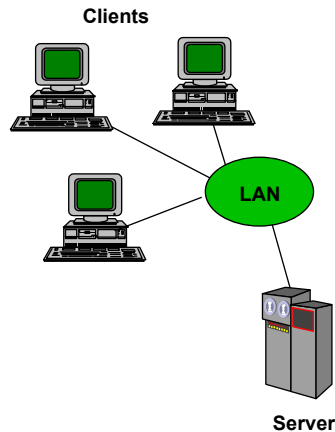
Server

What is a Client/Server?

■ A client/server system provides State employees a common front-end for data entry at their individual workstations and makes it easier to enter payroll data

■ Client/server environment involves the use of computers and process servers connected to a Local Area Network

■ The server computer provides data, information management and application processing

■ The clients (personal computers) access the server on a network. In DCDS, the client runs local application programs and presents the application via Graphic User Interface (GUI) screens.

■ Applications are broken down into logical sequences where part is run on the client and part on the server. Each can be modified independently.

■ The network provides a means of communication

Employee Data Collection refers to employees who enter their own time on a personal computer from their desk. Another option would be to enter time on a stand alone personal computer and the information is transferred via dial-up connections into the network on a bi-weekly basis.

The Data Collection and Distribution System. . .

- **Allows Users to Record Data for Time and Attendance, Labor Distribution, Equipment Usage, and Activities**

- **Provides Greater Flexibility of Labor Costs**

- **Provides an Automated Adjustment System**

- **Provides an Earnings History System (*For Inquiry Only - No updates after the Pay Period of 3/17/01*)**

Benefits of DCDS

DCDS Benefits

- **Increases data accuracy through on-line validation of data entry at the source**

- **Reduction in paper intensive processing**

- **Elimination of stand-alone agency systems used to capture time and attendance data**

- **Allows on-line approval of data**

- **Utilizes user-friendly screens**

Exercise #1

In the listing below, place an "X" by those items, which are specific benefits of DCDS.

_____ 1. Increases data accuracy through on-line validation of data entry at the source.

_____ 2. Eliminates the need for stand-alone agency systems to capture time and attendance data.

_____ 3. Provides a redesigned employee history.

_____ 4. Allows supervisors to approve time information data on-line.

_____ 5. Reduction in paper intensive processing.

_____ 6. Provides more efficient and accurate entry of data and processing.

Agenda

Introduction

1. **Definition of client/server and the benefits of DCDS**

2. **Functions of DCDS and the relationship between systems that interface with DCDS**

3. **Reporting and Inquiry capabilities, and the new MAIN HRS DCDS Procedure Manual**

Conclusion

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2. FUNCTIONS OF DCDS AND INTERFACES

LEARNING OBJECTIVE 2: Upon completion of this lesson, you will be able to identify the functions of DCDS and the systems that interface with DCDS.
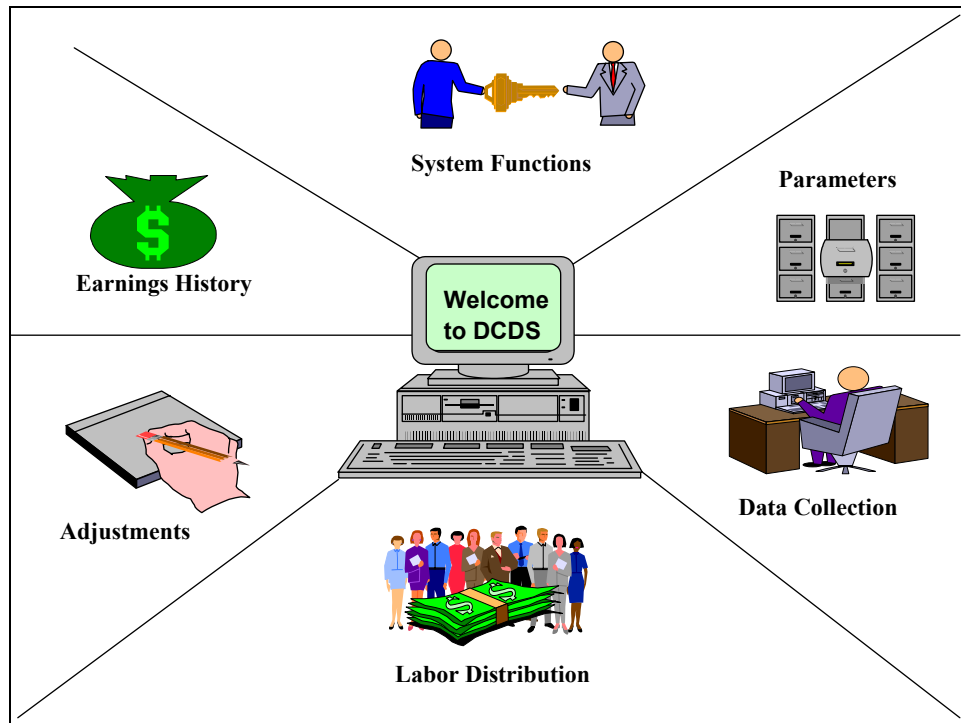
Functions of DCDS

■ DCDS is comprised of the following subsystems:

- System Functions

- Parameters

- Data Collection

- Labor Distribution

- Adjustments

- Earnings History (Inquiry Only – data from 1/96 – 3/17/01)

System Functions

- **System Functions**

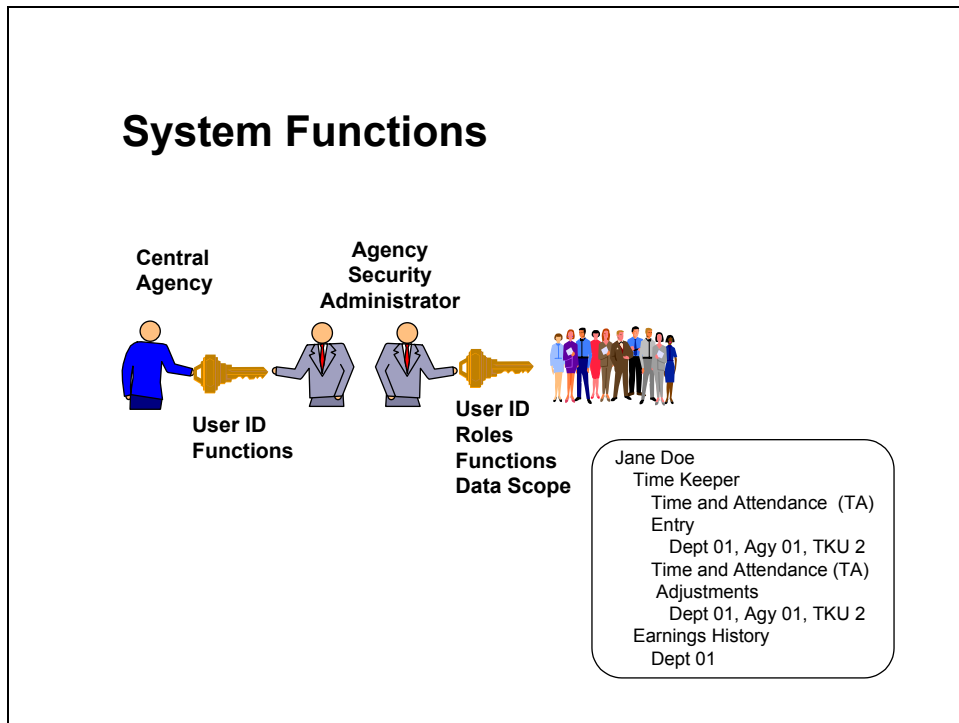 - System functions maintain the data that defines the employee system identification and the assignment of roles to those employees where necessary. These windows provide functionality to maintain data necessary to support the implementation of system security and user notification

  - A department or agency identifies who is performing what roles and therefore who can update the data

  - The central control agency defines the Department Security Administrator for each agency

  - The Department Security Administrator from each department defines additional users who require access to DCDS, assigns them roles and functions, and maintains department security parameters

  - The primary functions of system functions are listed below:

    - Define Users - Provides the ability to give individuals access to DCDS, assigns various roles and functions in the system to users, and assigns passwords to log-in to DCDS

♦ Define Roles – Allows roles, such as timekeeper, to be defined in DCDS

   – Each employee is assigned a role or multiple roles on DCDS. Roles are defined with Statewide defaults that may be customized by agencies. Examples of a role include a timekeeper or a supervisor.

♦ Define Functions – Allows system functions to be defined that will be assigned to roles

   – Functions define the scope of a role. Functions are defined by Department of Management and Budget (DMB) and may not be customized by agencies.

Examples of Application Security Functions and Roles

Functions:	Roles:	User ID:	Data Scope:
TA Entry	Time Keeper	Password	Department
Equipment Entry	Supervisor	Functions	Agency
Time Sheet Adjustments	Central Approver	Roles	TKU
Supervisory Approval	Security Administrator		
Central Approval			
Earnings History Inquiry			
Security Administration			

	Centrally Maintained	Agency Defined	
Centrally Maintained	Customized By Agency		Agency Defined

■ **Parameters**

Various parameters are maintained and used to collect time and attendance, equipment, activity, and payroll adjustment data, and to distribute gross earnings and fringe benefit costs. The categories of parameters used by DCDS are listed below:

- **Financial Data** – These parameters have already been defined in FACS (Financial Administration and Control System), but the data is used by DCDS for validation and reference purposes

  ♦ Includes profile information for coding block validation

- **Personnel Data** – These parameters have already been defined in HRMN (Human Resource Management Network), but the data is used for validation or reference purposes

  ♦ Includes employee information, leave balances, and distribution data

- **System Tables** – These parameters affect how DCDS operates and is maintained by central agencies

  ♦ Data includes information required by the system to control the validation, processing logic, calculation, error messages, and time of interfaces

♦ Agency Options – These parameters will be maintained by individual agencies directly using DCDS for validation and reference purposes

– Data includes coding block elements allowed for data entry, flags to enter default work schedule, leave hours and display time entry windows to report time

Data Collection Overview

Collect Data	Approve Data	Process Data

Submit
    Supervisor Approval
       Audit
          Certification
            Release

TimeKeeper Entry

Employee Entry

On-line Validation

Validation at Each Approval

Time & Attendance ● ● ● ● ● → **HRMN**

Activity ● ● ● → **No Processing**

Equipment ● ● ● → **FACS VTS**
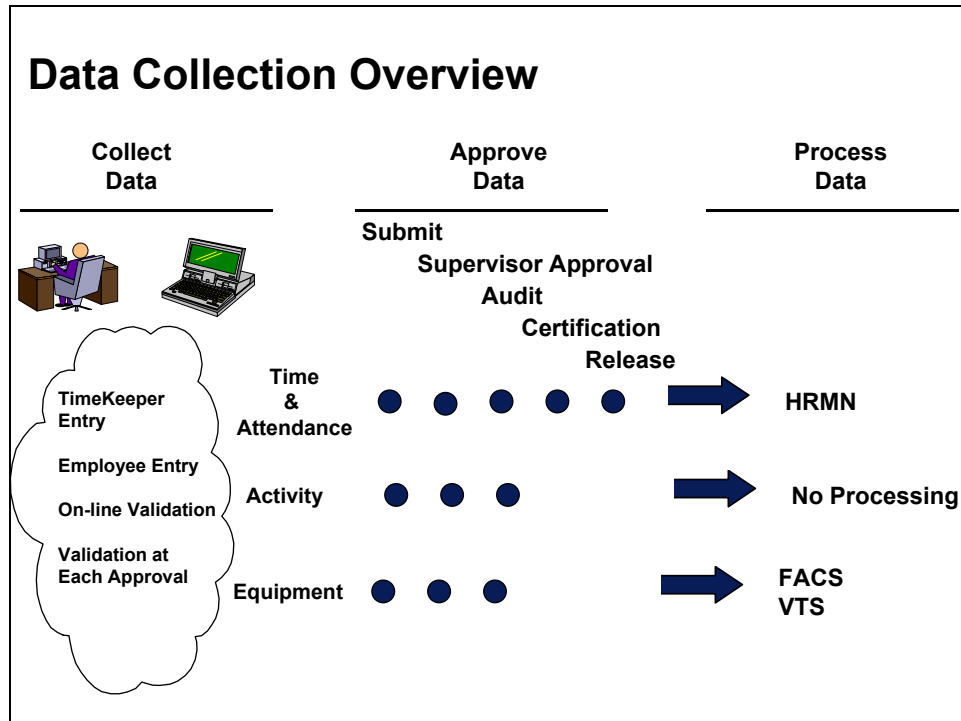
■ **Data Collection**

• Data Collection provides the core functionality of DCDS. The process captures information used to compute payroll and distribute payroll expenditures.

• Employees currently in HRMN, non-employees not currently in HRMN, volunteers and contractors can make entries. Agencies have the option to enter time at the employee level or TKU level.

♦ The first option allows employees to enter their own data collection information from a PC

♦ The second option allows data collection to be a more centralized function. Timekeepers or users from the personnel office enter data collection information for other employees.

- When time information is complete, it is submitted on-line for further processing. If the approval process is on-line, time information is transmitted to be approved, audited, certified and released to HRMN. If time is approved prior to being entered in DCDS, time information is transmitted to be audited, certified and released.

- Once the time information is processed and released the data is transmitted to the appropriate interface for further processing

- The primary categories of data collection are listed below:

  - Time and Attendance (**Time tab**) – Collects hours and coding block information for a pay period that is used to process payroll. This data is transmitted to HRMN.

  - Activity Data (**Activity tab**) – Collects various kinds of activity data that is required by a department. Activities may include a task of repairing an instrument, or doing units of data entry, or inspecting trees. Activity data is distinct and separate from the time and attendance data that is collected. This data is maintained on MIDB and may be accessed for reporting purposes.

  - Equipment Usage (**Equipment tab**) – Collects time and/or mileage for equipment used while working for the State. This information is transmitted to FACS and MTD.

  - Employee General Information (**Emp Inf. tab**) – Displays general information about the employee upon request. This window is inquiry only.

  - History (**History tab**) – Displays actions that have been taken in DCDS for an employee's time information once it has been submitted. This window is inquiry only.

Labor Distribution Processing
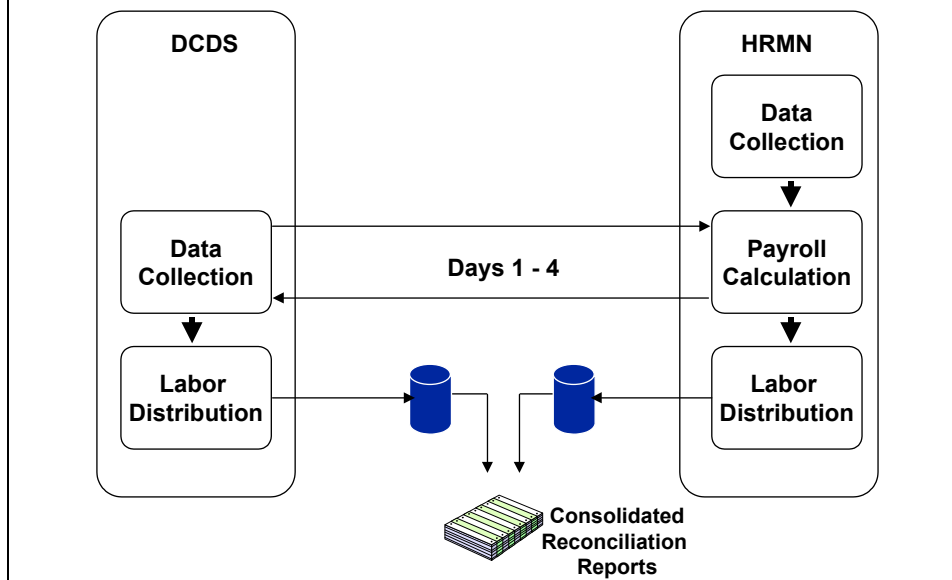
- **Labor Distribution**

  - The labor distribution process distributes the labor costs (gross earnings and fringe benefit costs) based on actual hours of work recorded for different hour types and coding blocks

  - This process provides the flexibility to distribute the gross earnings and fringe benefit costs based on the method selected (actual or standard) by individual agencies

  - Labor distribution data is reconciled to match the total dollars paid through HRMN to the total dollars distributed during the labor distribution process

  - The reconciliation process totals all the dollar amounts in HRMN for different departments/agencies and totals the distribution dollars for the same departments/agencies

  - Detail distribution reports will be generated by the regular report process

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Labor Distribution Crosswalk Process

- **Crosswalks are maintained by agencies.**

- **The order in which crosswalks are applied is an agency option.**

- **The source for the distribution is recorded and tracked.**

- **The following crosswalks have been defined:**
  - **TKU Crosswalk**
  - **Project Crosswalk**
  - **Coding Block Crosswalk by Group and Pay Type**

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- **Labor Distribution Crosswalk**

  - The Labor distribution process also provides a crosswalk. A crosswalk provides a way to distribute certain costs to specific coding blocks based on the pay type and the time information.

  - These crosswalks can be defined based on TKU, project or coding block

  - The crosswalks are searched to determine whether or not alternate coding blocks will be used for certain pay type/coding block/organizational combinations

  - The crosswalks use the same technique to ensure that proper posting occurs for certain pay types

Data Collection Overview

Collect Data	Approve Data	Process Data

Submit
Supervisor Approval
Audit
Certification
Release

TimeKeeper Entry

Employee Entry

On-line Validation

Validation at Each Approval

Time & Attendance	● ● ● ● ●	**HRMN**
Activity	● ● ●	**No Processing**
Equipment	● ● ●	**FACS VTS**
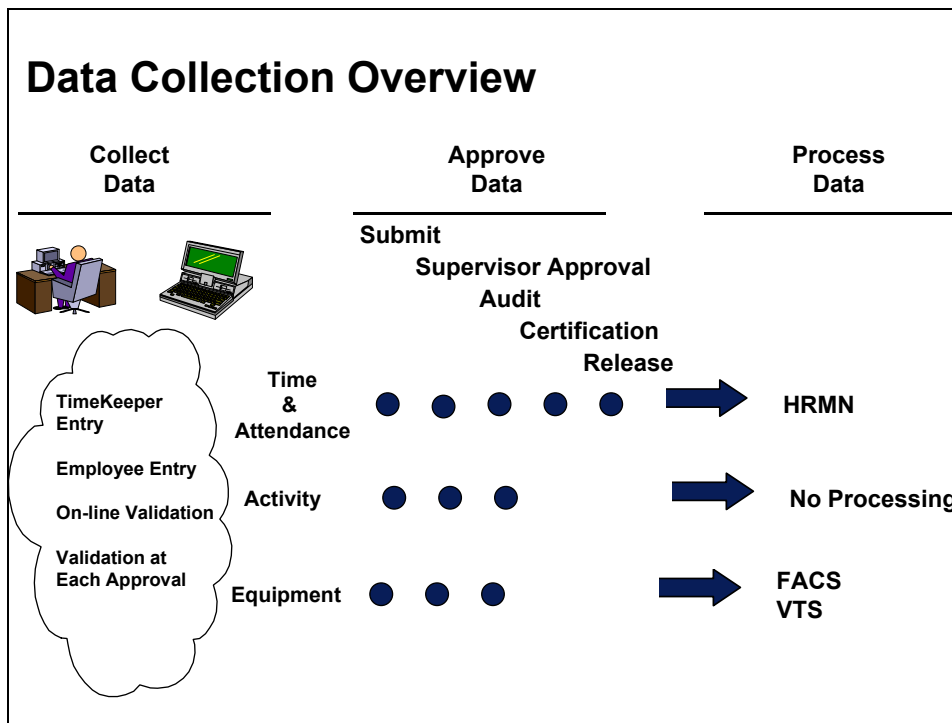
■ **Adjustments**

- The adjustment process provides the functionality to make changes to data collected by DCDS

- Adjustments include changing hours, hours types, coding blocks, equipment, and activity data

- When adjustments are complete, they are submitted for further processing similar to the data collection process. Upon submission, adjustment data is validated and sent for approval.

- When the adjustment has been approved, it is transmitted to the appropriate interface for further processing. The reported time information will indicate that a change has been made.

- The adjustment categories are listed below

  ♦ **Data Collection Adjustment** - Allows users to correct prior pay period time information. Users can change the hours, hours types, and coding block information on prior pay periods to generate the new adjusted time.
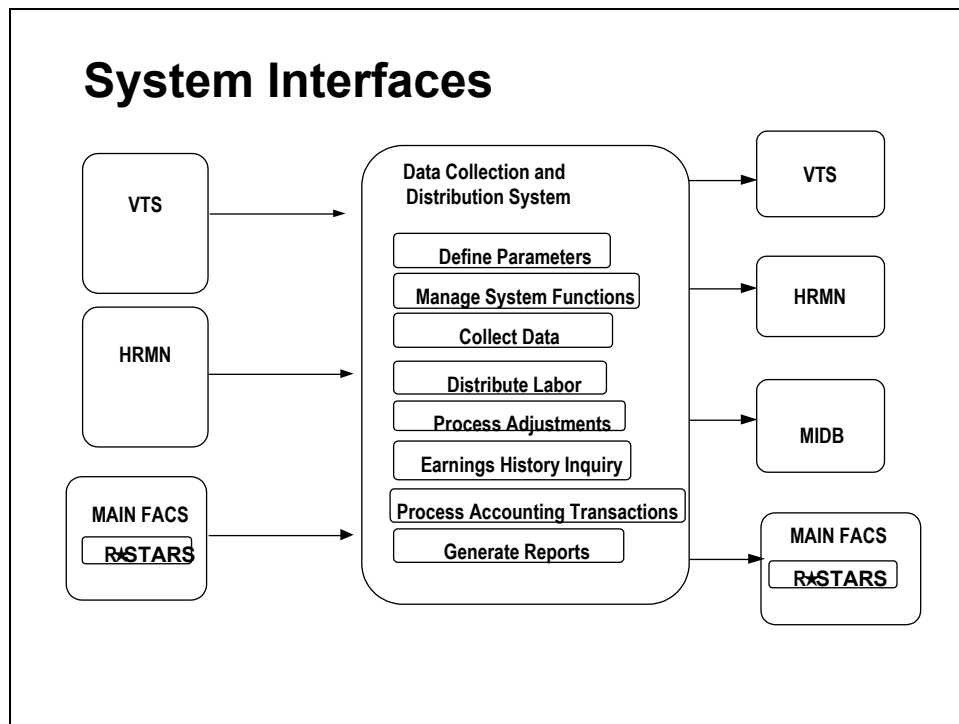
♦ **Labor Distribution Adjustment** – Allows the agency to adjust labor distribution information of a posted transaction of a prior pay period in an open fiscal year

♦ **Equipment Distribution Adjustment** – Allows posted equipment transactions and equipment rates to be adjusted

♦ **Equipment Rate Adjustments** – Allows changing equipment rates for previously reported equipment usage. This includes changing both the flat rates and mileage rates.

Earnings History

HRMN

Payroll Calculation

Bi-Weekly

MIDB

DCDS

Ad Hoc Reporting

Standard DCDS Reports and Inquires
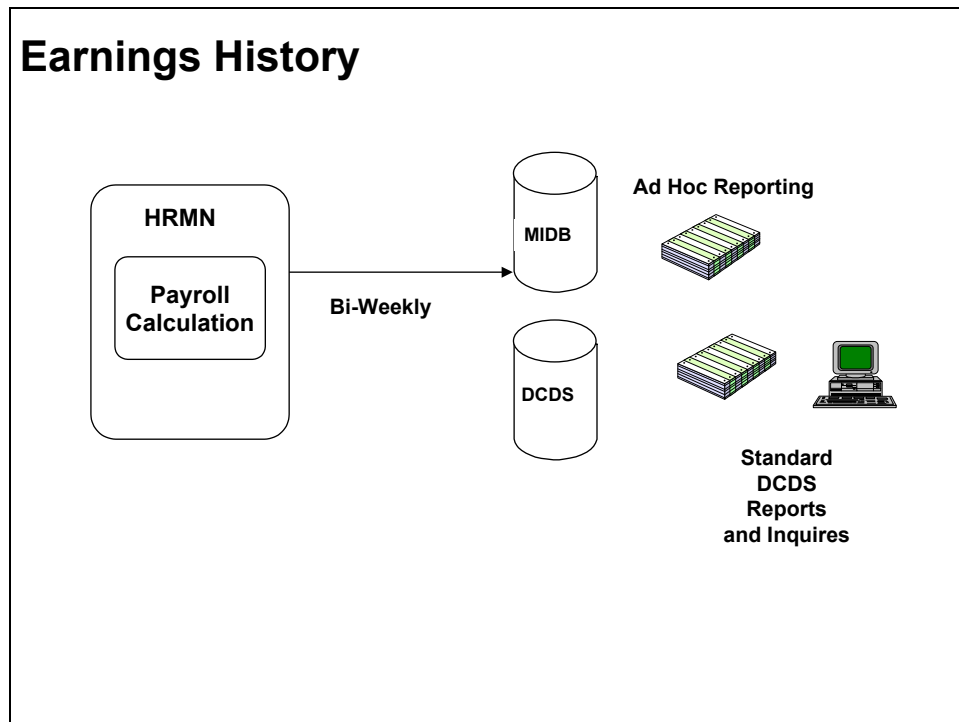
■ **Earnings History**

- Earnings History data from January 1996 to March 17, 2001 is available on DCDS. DCDS contains original payroll data and adjustment data used for inquiry and reporting. Earnings History windows display the following employee earnings history data:

    ♦ **All Info** includes compensation, deductions, hours, GPAs as well as general information regarding the employees' payroll data (base rate, pay step, etc.)

    ♦ **Compensation** information includes gross pay, net pay, tax information and general information for an employee

- **Deductions** information includes employee share and state share of deductions for an employee

- **Hours** information includes all hours information with rate and amount for an employee

- **GPA** information includes all gross pay adjustments and the adjusted GPA detail for an employee

System Interfaces

Data Collection and Distribution System

- Define Parameters
- Manage System Functions
- Collect Data
- Distribute Labor
- Process Adjustments
- Earnings History Inquiry
- Process Accounting Transactions
- Generate Reports

VTS → [DCDS]
HRMN → [DCDS]
MAIN FACS R★STARS → [DCDS]

[DCDS] → VTS
[DCDS] → HRMN
[DCDS] → MIDB
[DCDS] → MAIN FACS R★STARS

- **System Interfaces**

  - DMB's Vehicle and Travel Services (VTS)

    - The equipment information *input* interface provides DCDS with the required information for all equipment that belongs to DMB's Vehicle and Travel Services

    - The equipment information *output* interface transfers the equipment transactions for all equipment that belongs to DMB's Vehicle and Travel Services to that division

  - Human Resource Management Network (HRMN)

    - The HRMN *input* interface provides DCDS with the required information of specific reference tables that are maintained in HRMN

- The HRMN *output* interface transfers specific data to HRMN to update appropriate tables in HRMN

- Relational Standard Accounting and Reporting System (R*STARS)

  - The R*STARS *input* interface provides DCDS with the required information on the coding block element tables maintained in R*STARS and the posted detail transactions that will be used for the reporting and adjustment process

  - The R*STARS *output* interface transfers the labor distribution and other accounting transactions to R*STARS for further processing

- Management Information Database (MIDB)

  - The MIDB interface will transfer DCDS labor distribution, equipment usage, and activity information to MIDB. This information is available for history and reporting purposes.

EXERCISE #2

Knowledge

Write the letter for the subsystem in the space in front of the sentence which describes a major element of that subsystem.

A - Agency Options
B - Security
C - Data Collection
D - Labor Distribution
E - Adjustments
F - Earnings History
G - Approve
H - Employee Data Collection

_____ 1. Distributes labor costs based on actual hours of work paid for different hours types and coding blocks.

_____ 2. Allows a timekeeper to enter time for an entire TKU and submit time information to be audited, certified and released.

_____ 3. Provides the flexibility for individual agencies to specify options for time and attendance entry. Agencies may indicate flags to enter default work schedule or specify coding block elements that will display on the time entry window.

_____ 4. Allows an employee to enter their own time on a personal computer or a stand alone computer via dial-up connection.

_____ 5. Maintains employee share and state share deductions from prior pay periods (Inquiry only: 1/96 – 3/17/2001).

_____ 6. Maintains data which defines the employee system identification and the assignment of various roles and functions to users within DCDS.

_____ 7. Provides the ability to correct time information from a prior pay period.

_____ 8. Provides further processing functions (Approval) for time information that has been submitted.

Agenda

Introduction

1. **Definition of client/server and the benefits of DCDS**
2. **Functions of DCDS and the relationship between systems that interface with DCDS**
3. **Reporting and Inquiry capabilities, and the new MAIN HRS DCDS Procedures Manual sections**

Conclusion

3. REPORTING AND INQUIRY

LEARNING OBJECTIVE 3: Upon completion of this lesson, you will be able to identify reporting and inquiry capabilities, on-line help functions, and be aware of the new sections of the MAIN HRS DCDS Procedures Manual.

DCDS Reports
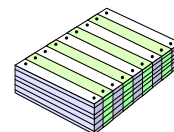
■ **Timekeeper Reports**

■ **Employee Data Collection Reports**

■ **Security Reports**

■ **Earnings History Reports**

■ **Control Reports**

■ **Reconciliation Reports**

■ **Batch Reports**

■ **Interface Reports**

Reports

■ **Timekeeper Reports**

- These reports will display and print time information (summary and detail), time entry errors and TA summary information for a department or TKU upon request. The Timekeeper reports are comprised of the following:

  ♦ Coding Block Detail Time

  ♦ Detail Time

  ♦ Equipment Usage

  ♦ Activity Usage

  ♦ Timesheet Warnings

  ♦ TA Summary

  ♦ Timesheet Exceptions

■ **Employee Data Collection**

- These reports are generated by DCDS and will display and print payroll information for an employee. The Employee Data Collection reports are comprised of the following:

  ♦ Coding Block Detail Time

  ♦ Detail Time

  ♦ Equipment Usage

  ♦ Activity Usage

■ **Security Reports**

- These reports will display and print security and user definition information for a department or TKU. These reports are generated upon request, with the exception of the unsuccessful log-in reported that is generated daily. The Security reports are comprised of the following:

  ♦ Active IDs

  ♦ Inactive IDs

♦ User IDs not Used Since

■ **Earnings History**

- These reports will display and print earnings history information for a department, agency, TKU or selected list of employees. The Earnings History reports are comprised of the following: (Reports reflect data from 1/96 – 3/2001)

  ♦ Deductions

  ♦ GPAs

  ♦ Hours

  ♦ Tax Information

  ♦ Compensation

■ **Control Reports**

- These reports are for Control Agency use only. The Control reports are comprised of the following:

  ♦ Security Control

  ♦ TKU Control

■ **Reconciliation Reports**

- These reports display the labor distribution amounts for a department, agency or TKU and more upon request. The labor distribution amounts and transaction count can also display for a batch by transaction code, Batch ID and Document ID. Reconciliation reports are comprised of the following:

  ♦ Distribution Reconciliation

  ♦ Transaction Reconciliation

■ **Batch Reports**

- These reports will display and print earnings history information or a summary of transactions that have not gone to R*STARS. Also, distribution detail for labor and equipment is available upon request. The batch reports are comprised of the following:

  ♦ Suspended Transaction by Transaction

- ♦ Suspended Transaction by Employee

- ♦ Distribution Detail

- ♦ Earnings History Detail

- ♦ Earnings History Retirement Detail

- ♦ Default Distribution Errors

- ♦ Report Status

- **Interfaces**

  - This report will display records that could not be updated to the DCDS database due to fatal errors that occurred during the interface process between DCDS and time clock system or time/activity reporting system. This report also identifies errors in the header and footer records.

   - ♦ Time/Activity Interface

Inquiry and Print Options

- Each report may have a unique report destination. The following options are listed below:

  - Viewed on-line

  - Printed at local printer

  - Printed at central printer

  - Stored on microfiche

Exercise #3

Place the correct letter from column B on the line next to the corresponding report type in column A. Some of the letters may be used more than once.

COLUMN A	**COLUMN B**

_____ 1. Reconciliation

a. Security Control
Report

_____ 2. Control

b. Timesheet Warnings
Report

_____ 3. Timekeeper

c. Suspended Transaction
by Employee Report

_____ 4. Security

d. Deductions
Report

_____ 5. Batch

e. Active IDs Report

_____ 6. Earnings History

f. Time/Activity
Interface

_____ 7. Interface

g. Detail Time
Report

_____ 8. Employee Data Collection

h. Transaction
Reconciliation
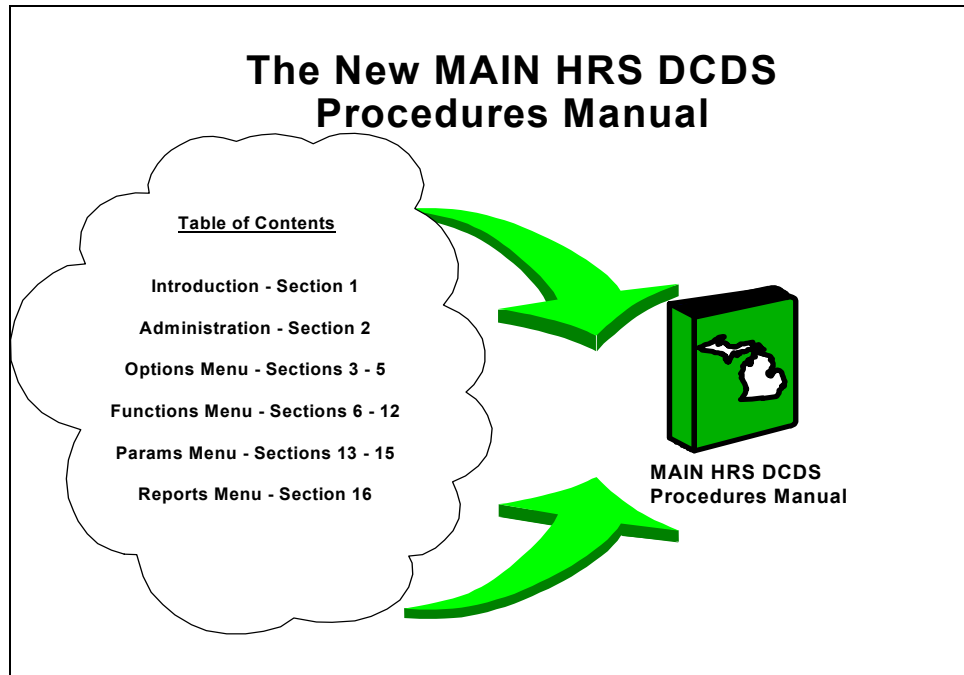
- Due to the implementation of HRMN a new MAIN HRS DCDS Procedures Manual has been developed

- On-line help is available through the EIS (Enterprise Information System) which allows users to access the MAIN HRS DCDS Procedures Manual

- Visit the MAIN website (http://mainweb.state.mi.us) and **<select>** the eDocumenation link to navigate to the HRS DCDS Procedures Manual

- The new manual is in the same format as the DCDS menus and consists of 16 sections

- A list of the new sections are listed on the web
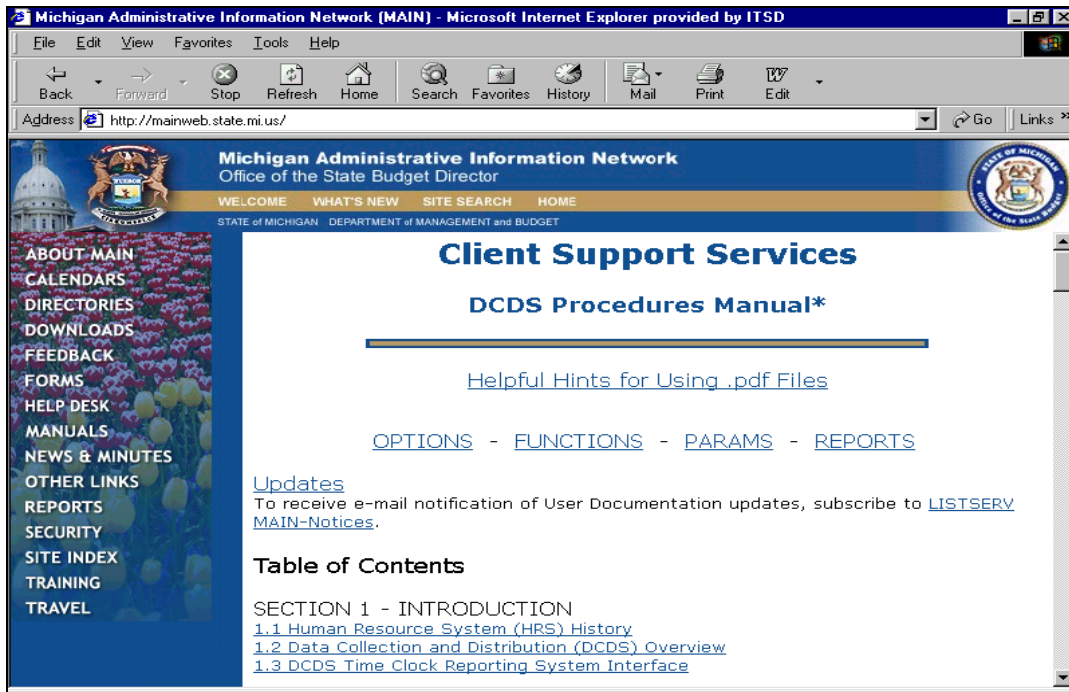
- For further assistance you can also contact the MAIN Help Desk.

CONCLUSION

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│    Agenda                                       │
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│          the new MAIN HRS DCDS Procedures       │
│          Manual sections                        │
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│     ┌─────────────────────────┐                 │
│     │  Conclusion             │                 │
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Summary

Upon completion of this course, you can now:

- Understand client/server technology at a high-level, and identify the primary benefits of the Data Collection and Distribution System

- Identify the functions of DCDS and understand the interfaces between HRMN, FACS, VTS and MIDB

- Know reporting and inquiry capabilities, on-line help available through the MAIN HRS DCDS Procedures Manual